



Slow the Spread
of the Gypsy Moth
Slow the Spread Foundation, Inc.

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**Minutes of the Board of Directors of
The Gypsy Moth Slow the Spread Foundation, Inc.**

**February 16, 2017
8:00 AM - 3:30 PM**

Hall of Fame Room, Agriculture Building, 2 East Edenton St., Raleigh, NC

Proper notice having been duly given to each Board member, a meeting of the Board of Directors was held on the above date.

Larry Nichols called the meeting to order and the roll was taken.

BOARD MEMBERS

Larry Nichols, Virginia, President	present
Phil Wilson, North Carolina, Vice-President/Treasurer	present
Melody Walker, Wisconsin, Secretary	present
Scott Schirmer, Illinois	by phone
Phil Marshall, Indiana	present
Tivon Feeley, Iowa	present
Carl Harper, Kentucky	present
Kimberly Thielen Cremers, Minnesota	by phone
Tim Brown, West Virginia	present

OTHERS PARTICIPATING IN THE MEETING

Dave Adkins, Ohio
Zack Smith, Indiana
Chris Elder, North Carolina
Heather Slayton, Tennessee
Ed Holloman, Southeastern Association Services
Paul Chaloux, Anthony Man-Son-Hing (by phone), USDA APHIS
Donna Leonard, Noel Schneeberger, Ralph Crawford USDA Forest Service

Virginia Larry Nichols - President 804-786-3515		North Carolina Phil Wilson – Vice President/Treasurer 919-707-3753		Wisconsin Melody Walker - Secretary 608-224-4586	
Illinois Scott Frank 217-785-2427	Indiana Phil Marshall 812-358-3621	Iowa Tivon Feeley 515-281-4915	Kentucky Carl Harper 859-257-5838	Minnesota Kimberly Thielen Cremers 651-201-6329	West Virginia Eric Ewing 304-558-2212

Whereas, the above noted directors constitute a quorum, and there is no objection to this proceeding, the following business was conducted:

Approval of the Minutes

The Board voted on a motion made by Carl Harper (KY) and seconded by Phil Marshall (IN) to approve the minutes of the December 9, 2016 meeting. The minutes were approved by a unanimous vote.

Elect New Slate of Officers

Carl Harper (KY) nominated the current slate of officers (Larry Nichols as president, Phil Wilson as Vice President and Treasurer, and Melody Walker as Secretary) to serve for another term. Phil Marshall (IN) seconded the motion and the motion carried.

Technical Committee

Donna provided the following summary report on this committee. Patrick Tobin moved to Washington, but continued to serve as the Chair of the Technical Committee. There was a tentative agreement with Northern Research Station to hire a new scientist to take over some of Patrick's duties. This plan devolved into a potential post doc position, which was not ideal as post docs are temporary. A position at this location would benefit from having Sandy Liepold to help with the transition. This plan was scuttled by a hiring freeze. In the meantime, Ksenia has assumed the duties of the chair for the present. She has new members on the group including Kristine Grayson (University of Richmond), Derek Johnson and John Walter (VCU), Laura Blackburn, who has worked with Patrick on STS projects, Marissa Streifel (MDA) Christopher Foelker (WDATEP) and numerous Operation folks. At Charleston, the meeting focused on statistics – specifically anomalies in program such as the variability in the rates of spread throughout the project. The budget will get tighter as time goes on and changes in the DA are necessary. If Ksenia remains as the Chair, the Foundation will save \$45,000 per year, as her salary is already covered.

Audit Report

Larry introduced our audit team, Gwen Bass and Hannah Maluski, from Williams Overman Pierce, LLP who had competed successfully for a one year contract renewable for five years with the Foundation. Gwen and Hannah presented the audit report and provided hard copies of the Independent Auditors' Report, appendices with communications and an introductory memo. This audit was performed under the rules set forth by Title 2 US Code of Federal Regulations (2 CFR) Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

The Financial Statement contains information similar to prior years with the usual material weaknesses related to the small size of our organization and the lack of oversight by multiple parties within the organization. There were some items on page 20 of the Financial Statement that were corrected during this budget year. Due to the timing of the corrections they were included in this report, even though they have been resolved. There is also some information, under contingencies on page 9, regarding the internal review by the Forest Service which is currently in a monitoring phase of active grants for up to 12 months.

In regards to limited oversight due to the smallness of the organization and the potential need for protection of the checking account, Gwen recommended that the Foundation uses positive pay, a system in which the bank will process payments by check only if the recipient of the check is on a pre-approved list. This would prevent someone from getting the account number and writing unauthorized checks. There was considerable discussion about how this would work and if there were alternative methods, such as having the audit committee provide authorization or frequently review the statements to make sure there were no errant checks. Ed and Phil Wilson will investigate further to determine if this will be useful for the Foundation. Phil indicated the Foundation would also be switching from a debit card to a credit card which has more protections.

Donna has drafted new procurement guidelines based on the recently adopted general guidance document (CFR Part 200). Gwen agreed to review the new guidelines after the board members finish reviewing them.

Gwen expressed her appreciation for the assistance and cooperation working with Ed and Donna.

Quality Control/Quality Assurance Report

Donna reported the program as a whole met every QA/QC trapping target (percent traps placed vs omits, appropriate trap location, timing of trap placement and removal, quality control checks on trap sites). Compliance with DA recommendations was relatively low when compared to the previous year. This is credited to DA spray recommendations that were not followed due to health-related staffing interruptions in the Illinois program. The general agreement among the board members is that the DA should be left out of the executive summary that is posted to the website.

The operations committee would like to see separate tables with the state data evaluated for trap placement in the report (page 5). This data is already in the STS database so it should not require too much extra work to accomplish this.

Generally, delimit grids are out of compliance where corn fields make up a substantial part of the landscape. Traps omitted (page 10) have been fewer over time. However, in Tennessee trapping is occurring in ½ of the county per year which accounts for a substantial number of omits. Quality control checks should be at 10 percent or above for all states. Indiana's data was inserted into the system recently and needs to be run, and Tennessee's data was not included.

BIOSIM data (page 17) shows when traps should be set and taken down. KY didn't have traps on time and MN's late traps were actually response traps to active finds. Few traps were removed early. The 2016 climatic differences showing a generally warmer year are depicted on page 21.

The last few pages of the reports deal with treatment evaluations. There have been quite a few really small blocks and the automated system has not put in enough traps to evaluate these small blocks. Andy and the Virginia Tech team has worked on this to add more traps for evaluation purposes.

FS Report - 2016 STS Program Accomplishments

Donna highlighted treatment success on the second page. The Btk or Gypchek stand-alone blocks had an 87% treatment success rate, and the previous year mating disruption treatment project had a 92% success rate. Overall spread rates are below the target, however in some areas spread rates have increased. Gypsy moth spread is most actively moving south and west from the mountains in Virginia into Tennessee and North Carolina and also in portions of Wisconsin. Adjusting the DA would allow for more aggressive treatment in the areas with the higher spread rates.

Wrapping up the report, the budget summary covers four main areas: monitoring, treatments, data management and technology development. Donna has asked everyone to let her know if they see typos or necessary edits before she has this posted to the website.

Donna recognized Tim Brown for spending several weeks helping other states with mating disruption treatments. Tim has volunteered to help again this year. In addition, Tim delivered traps to OH, IN and KY. Chris Whitney (WI) delivered traps to MN, IL and IA. WI also assisted IL with egg mass surveys in January. In hiring news, the Forest Service St. Paul Field Office has hired Laural Haavick to fill the John

Kyhl vacancy. Lastly, the project ran out of MD product in WI in 2016. Donna has a plan to prevent this from happening in 2017.

FS Report - 2017 STS Program Plan of Work and Budget

Funding may be a challenge as we are currently under a continuing resolution (CR). The President's budget has a \$7.5 million cut for the federal FHP and the Senate budget agreed. This would be a significant cut and the cuts will probably come from projects such as STS.

Donna was able to get an early release of about \$4.5 million with the help of Noel, Don Duerr, and Ralph Crawford. These funds will be used to award the MD contract and the remainder will go to the Foundation for critical needs including state larvacide treatment contracts and trapping contracts.

There was an extensive discussion about funding. Tivon said he is the Chair of the NAASF FH Committee. This meeting will convene in Iowa on March 28 and the Washington Office will be present. The group was tasked to look at priority pests and funding priorities. Tivon encouraged STS to write a letter in support for gypsy moth funding. Kimberly made a motion, seconded by Carl Harper to send a letter of support from STS to NAASH FHP. The motion carried.

The population rates were documented on page 2 of the report. The DA could not find distinct areas to treat in NC even though high spread rates were evident in North Carolina and also in Virginia. The next few pages demonstrate spread, followed by updated maps with actual and projected spread rates. The program area and monitoring area are also covered in the report, followed by a few pages about the trapping plan for 2017 including TN. The Foundation will pay for contracting for TN trappers. There will be about 65,000 traps placed project-wide this year.

Paul Chaloux reported that mill site trapping will be similar in number and location of sites. He has a few new geospatial analysts to assist with this project. Melissa Warden has replaced Gericke Cook who has moved on to a new position. Melissa is based at the OTIS Lab. She will do the analysis of the mill site data. Paul thanked STS for setting traps. He indicated the industry is pleased with the approach.

The planned treatment sites are on page 9. Overall, planned treat acres are relatively low for this year at about 375,000 acres. The budget is in flux as it often is at this time of year. In addition, the mating disruption contract has not been awarded yet. The number of Btk treat acres has dropped a bit in Illinois. Ohio and Virginia also made a few budget cuts. IN planned to use Mimic, but it has a 4 hour re-entry period, which was prohibitive for urban areas. The label will need to be changed before it can be used in areas where people may enter before the labeled re-entry timeframe. There should be enough early release money to get treatment and trapping projects up and running through June.

Donna reorganized the top portion of the budget with contracts, supplies, travel and meeting rooms and misc, overhead and contingency categories. The contingency will float up and down as we get actual contract prices. The sub awards and the Forest Service expenses fill out the remainder of the page, with the very bottom showing allocation/funding. This budget assumes an \$8 million dollar allocation. The second page is all mating disruption including treatment acres, cost of application and inventory. State budget data is on page 3 and includes treatment and trapping. The total project costs are shown by function including state match. The final page covers all the forest service support funding by category with the dollar value for each state.

All states should send revised budgets to Donna as they settle their contracts. Ed will send letters of cost incurrence or partial awards, and a full award for KY, in March. Tivon Feeley (IA), made a motion to accept the draft budget as proposed. Carl Harper (KY) seconded the motion. The motion carried.

Update to Foundation Documents: Agreement Between the States and Procurement Guidelines

Donna retyped the agreement document, deleted Michigan, and added Iowa and Kentucky. The only other change is in the very last paragraph with the previously mentioned deletion and addition of states. Signatures required a discussion of who should sign the agreement from each state. It was decided that Donna would leave the signature portion blank for each state to fill in the appropriate names. Each state will receive a copy will all of the signatures after all of the signatures are obtained.

The next document is called Procedures. The auditors ask for this document as they perform audits. It contains the code of ethics policy, the conflict of interest policy, procurement guidelines and the bylaws. Donna made quite a few changes to the procurement guidelines to align this information with the uniform guidance document. Donna suggested that although we have followed all of the rules we may not have documented our process as well as we should. Tivon will send around a one page code of ethics to see if we want to adopt any part of it. Phil Wilson will review the administrative duties of the treasurer.

There was discussion about changing the title to Standard Operating Procedures (SOP). Donna will create an initial draft of an SOP with some assistance from Carl. Donna will pull out the procurement guidelines and send them to Gwen for review.

APHIS REPORT 2016 Program Accomplishments and 2017 Plan of Work and Budget – Group Discussion

Anthony presented the Gypsy Moth STS Regulatory Program Accomplishments that he compiled from the five states. There were over 76 outreach events and there were additional significant outreach activities with state funding.

During 2016, there were a number of egg mass finds on containers related to household moves. The portable storage containers had the egg masses. The self-pack, portable container business has grown as an industry. The containers sit for some time before being moved and can become infested ahead of the move. Paul has talked to the company leaders and APHIS staff have visited sites in the field. There is a misperception that the checklist is needed for moves to California only. People forget when we are not in outbreak mode. He encouraged states to include gypsy moth when doing weigh station inspections. APHIS engaged with the moving companies to make them aware of the problem and how to prevent it.

Paul talked about the mill risk analysis earlier today. The analysis is underway and we hope to have it out soon. Paul encouraged the states to look at the data ahead of the analysis to see if it is telling you anything. He indicated that he would wait for the analysis of the data before commenting on specifics.

Paul thanked Tim, Chris, Kimberly and Melody for working on the Gypsy Moth manual revision. Currently, the regulatory chapter is just finished and we are now on compliance agreements. We will want the STS Foundation and the Forest Service FHP to review and comment on the draft. Vessel inspections with Russia and Canada have more pre-inspection certificates than a few years ago. Gericke worked on phenology in countries where vessels are coming from to prevent too much of a regulatory burden on those trade partners.

The first domestic AGM detection was found in Oklahoma a few years back. There were no detections in the area of the initial detection in the last two years. South Carolina and Georgia have one to three years of trap free catches depending on the site. Funding will be likely be stable for 2017 with \$110,000 dollars for the STS regulatory agreement. Treatments will be funded first along with delimitations and STS regulatory activities.

MISCELLANEOUS

Mimic Label

Phil Marshall reminded everyone that we need the Mimic label to be similar to the Btk label. The cost is better and the label change would make this possible.

New Board Members

An official letter from the represented agency or organization is required to allow for a new representative to become a member of the STS Board of Directors. Larry will write a letter to West Virginia and also to Illinois to request a letter appointing someone to sit on the Board.

Retirements

Andy Roberts is retiring this spring or summer, and his position will not be replaced. Mannin will take over supervising the staff at Virginia Tech that work on STS. Virginia Tech will need to hire someone to take over some the GIS duties so that Mannin can do more management work.

Annual Gypsy Moth Review

The AGMR will be held in Savannah, GA on November 6, 7, 8 & 9. It will be held in Indianapolis in 2018.

Future Meetings

The next Board conference call will be held on Wednesday, March 1, 2017.

Meeting Adjourned

Carl Harper moved to adjourn the meeting. Phil Wilson seconded the motion and the meeting was adjourned at 3:15 pm.

2017 STS Conference Call and Meeting Schedule

Conference calls are scheduled for the 1st Wednesday of each month at 9:00 CT/10:00 ET unless otherwise scheduled by the Board President. The call in number for the STS monthly conference calls in 2017 is **888-844-9904 with access code 4050800**.

January 4	Conference Call	Cancelled
February 1	Conference Call	Cancelled
February 16	STS Annual MT	Held
March 1	Conference Call	Cancelled
April 5	Conference Call	Cancelled
April 26	Conference Call	Pending
May 3	Conference Call	Pending
June 7	Conference Call	Pending
July 5	Conference Call	Pending
August 2	Conference Call	Pending

September 6	Conference Call	Pending
October 4	Conference Call	Pending
November 1	Conference Call	Pending
December 6	Conference Call	Pending

The foregoing motions and actions, by unanimous consent are to have full force and effect as of February 16, 2017, unless otherwise indicated by the Board.

Melody Walker, Secretary